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TRHAP Housing Counseling Agencies

**Notice:** OPRHS 21-008

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**Distribution Date:** September 28, 2020

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**Subject: Temporary Rental Housing Assistance Program (TRHAP)  
Guidance on the Deadline for Phase I Applicants**

The purpose of this Notice is to provide the Housing Counseling Agencies (“HCAs”) a standardized deadline for the Phase I non-responsive applicants.

The Department of Housing (DOH) is aware that the HCAs have had difficulties in working with a large number of the applicants to complete the files in order to receive the Temporary Rental Housing Assistance. After several attempts by the HCAs to contact and obtain necessary documentation from the applicants, there are still many applicants who have not responded to the HCAs and/or have not provided basic documentation (valid ID, SSN, etc.) which are required for participation program.

As we implement the simplified Phase 1B process, and approach the opening of Phase II, it is necessary to clear the backlog of current submissions. To assist the HCAs, we have established a deadline for completion of these Phase 1 files.

Phase I applicants from Batch 1, Batch 2 and Batch 3A assignments whom were assigned to work with the HCAs on 08/03/2020, 08/14/2020 and 09/11/2020 respectively, must submit all necessary application materials to their respective HCAs not later than the close of business on Friday, October 9, 2020. Any other informal deadlines now in place for Phase I applicants shall no longer remain in effect. Application materials for Phase I applicants shall not be accepted after this date. The respective HCAs will then have until Thursday, October 15, 2020 to complete a review of the materials before submitting the completed files to DOH.

Please be aware that this should be the Phase 1B materials, which are substantially limited in scope and should be simple for any applicant to supply.

Any applicant who fails to submit these necessary application materials by October 9, 2020 will **be deemed to be ineligible** from further consideration for rental assistance **under the Phase I process**. HCAs should send those “Completed-Ineligible” files to DOH through the regular Sharefile process. Ineligible Phase I applicants will have the opportunity to appeal the rejection.

For any questions, please send an email to: [TRHAPINFO@ct.gov](mailto:TRHAPINFO@ct.gov)